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Security

REGIONAL CORRECTIONS FACILITY (RCF)

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This instruction establishes guidelines for the Security Police Confinement Section to provide information to squadron commanders and first sergeants. These guidelines will be used for processing, transporting, confining and releasing personnel confined at the Regional Corrections Facility (RCF), Ft. Lewis, Washington (See [Attachment 1](#) for map indicating location of facility). This instruction applies to personnel assigned or attached to McChord AFB, Washington.

1. References. AFI 31-205, AFR 125-30, Army Regulation (AR) 190-47 and its Fort Lewis supplement, Manual for Courts-Martial, and Host Tenant Support Agreements.

2. Pre-Trial Confinement:

2.1. General. No person will be placed into pre-trial confinement without prior coordination with a base legal officer, a completed DD Form 497, Confinement Order, and AF Form 444, Advisement of Rights Upon Pretrial Confinement. The base legal officer's name will be printed in the top corner of the DD Form 497. Persons authorized to order pre-trial and post-trial confinement are the member's commander and his or her designees, and any commissioned officer (if the confinee is an enlisted member). Unit commanders or their designees must notify the McChord AFB, 62d Security Police Control Center Desk Sergeant or Confinement Section when a person from their unit is placed into pre-trial confinement. An AF Form 53, Security Police Desk Blotter, entry will be made to include prisoner's name, current rank, SSN, military unit, and military charges.

2.2. 62d Security Police Squadron (62 SPS) and 62d Airlift Wing Staff Judge Advocate (62 AW/JA) Responsibilities:

2.2.1. Members placed into pre-trial confinement are held at the Fort Lewis Regional Corrections Facility. The Security Police will contact the RCF to inform them they have an individual to be placed into confinement. Four documents must be prepared:

2.2.1.1. DD Form 497, Confinement Order. The Security Police will prepare the confinement

order and the member's commander or Chief, Security Police will sign it.

2.2.1.2. DD Form 444, Advisement of Rights Upon Pre-trial Confinement. Security Police will prepare this form and provide the rights advisement.

2.2.1.3. Member's Personnel Record. The member's unit will provide the member's PCIII Personnel print-out to the Security Police.

2.2.1.4. Staff Judge Advocate (SJA) Letter of Concurrence. The Regional Corrections Facility requires a letter signed by the SJA stating the Legal Office is aware of and in agreement with the confinement of the member in question. The Security Police will have pre-signed letters of concurrence on file. The on-call Judge Advocate General (JAG) will contact the SJA to determine whether to authorize the use of one of these letters. If the SJA is not available, contact the Deputy SJA.

2.2.2. 62d Security Police will establish a primary and an alternate liaison with Fort Lewis Regional Corrections Facility. This liaison or alternate will ensure any changes in policy between Fort Lewis RCF and 62 AW are reflected in 62 SPS checklist. To the extent possible, this liaison or alternate will oversee or directly handle the 62 SPS responsibilities outlined in paragraph 2.2.1. above and provide guidance to unit commanders as to the unit responsibilities outlined in paragraph 2.3. below.

2.3. Units will accomplish the following actions and ensure the items accompany personnel being confined.

2.3.1. The officer/NCO ordering confinement will sign DD Form 497, in triplicate, listing the offenses of the Uniform Code of Military Justice (UCMJ) and, in cases of absent without leave (AWOL) or desertion, inclusive dates of absence. In addition to the offenses listed on the DD Form 497, also list the UCMJ Articles violated.

2.3.2. The officer/NCO signature on the DD Form 497 must correspond with the printed or typed name listed in the authority section of the DD Form 497.

2.3.3. Medical records of the individual will be hand carried to the RCF.

2.3.4. Required clothing, as specified in paragraph 4.

NOTE: As soon as possible, the same or next duty day, contact must be made with 62d Mission Support Squadron Personnel Utilization Readiness Unit (62 MSS/DPMD) to accomplish an AF Form 2098, Duty Status Change (this form changes the status of pay, allowances, and duty).

2.4. Transportation and escort of personnel to RCF for confinement will be the responsibility of individual's assigned unit. When unusual circumstances exist, (i.e., escape risk, suicidal tendencies, a threat to other personnel) contact the McChord AFB Confinement Section or the 62 SPS Operations Superintendent at 984-3168 to request a Security Police escort, if necessary.

3. Post-Trial Confinement:

3.1. Military personal who have received sentences to confinement adjudged by courts-martial, and not subsequently modified by the convening authority, will be confined at the RCF on the same day as the courts-martial.

3.2. When confinement results from sentencing by courts-martial, the following documents will be completed by the unit and delivered with the person being confined to the RCF Temporary Release (TR) Section during normal duty hours.

NOTE: Normally, the Legal Office assists the unit by accomplishing some of these forms. During non-duty hours, the individual and following documents will be taken to Post One and released to the RCF Guard Commander, Building 1450, Ft Lewis.

3.2.1. DD Form 497.

3.2.2. AF Form 1359, Report of Results of Trial. Personnel will not be accepted for confinement unless accompanied by an AF Form 1359, properly authenticated by trial counsel or courts-martial orders.

3.2.3. Medical Records.

3.2.4. AF Form 2098. As soon as possible, the same or next duty day, contact must be made with 62 MSS Personnel Utilization Readiness Unit to accomplish an AF Form 2098 (this form changes the status of pay, allowances, and duty).

3.3. When confinement results from sentencing by courts-martial, the custody grade will normally be medium. The assigned unit of the confinee will be responsible for the transportation and escort to the RCF (See [Attachment 2](#)). The McChord AFB Security Police Control Center or Confinement Section must be notified of the confinement order. When unusual circumstances exist, such as escape risk, suicidal tendencies, or a threat to other personnel, contact McChord AFB Confinement Section or the Operations Superintendent at 984-3168. They will then make the determination of escort responsibility.

4. Clothing:

4.1. Commanders will ensure that personnel being confined during normal duty hours are clothed and equipped with the following items:

4.1.1. MALES will have the following required items: one duffel bag, one blue belt with black clip, one blue belt with silver clip, one pair of black boots, one black belt buckle, one silver belt buckle, two flight caps, two utility caps, two light weight blue coats, one flight cap, six pairs of white cotton underwear, one pair of black leather gloves with inserts, three handkerchiefs, one pair of U.S. insignias, three pairs of three-inch rank insignias, two pairs of four-inch rank insignias, five pairs of four-inch subdued rank insignias, one pair of metal rank insignias, five name tapes, five U.S. Air Force tapes (five crew style leather name patches will be used in lieu of the U.S. Air Force and name tapes), two blue neckties, one all weather coat, three short sleeve blue shirts, three long sleeve blue shirts, four battle dress shirts, one pair of Oxford black dress shoes, four pair of black nylon or cotton socks, four pair of black wool or cotton socks, two blue plastic name tags, two white cotton towels, four pair of battle dress trousers, four pair of blue trousers, and six brown or black undershirts.

4.1.2. FEMALES will have the following required items: one duffel bag, one blue belt with black clip, two flight caps, one black belt buckle, two utility caps, two blue coats, one pair of black leather gloves with inserts, one handbag, one rain hood, one pair of U.S. insignias, eight pair of three-inch rank insignias, five pair of three-inch subdued rank insignias, one pair of metal insignias, five name tapes, five U.S. Air Force name tapes, one blue raincoat with liner, three short

sleeve blue shirts, four battle dress shirts, two pair of black Oxford shoes, two blue skirts, four pair of black cotton or nylon socks, two blue plastic name tags, two bath towels, four pair of battle dress trousers, two pair of blue slacks, three long sleeve blue shirts, two pair of dark blue or tan panty hose, six pairs of white cotton underwear and three cotton undershirts.

4.1.3. The only exceptions to the above policy will be granted for personnel who are confined during non-duty hours, weekends, holidays or when the seriousness of the offense merits immediate confinement. Commanders will ensure that personnel confined during non-duty hours receive the required issue of clothing during the next day after confinement.

4.2. Prior to placing personnel in confinement, the unit commander is responsible for ensuring an inventory of all excess clothing and other personal property, using AF Form 195, Individual Mandatory Clothing Check (Male/Female). The unit will prepare the inventory in triplicate and retain one copy. The second copy will be given to the prisoner, and the original given to the RCF for inclusion in the prisoner's Correctional Treatment File (CTF). While a complete clothing shutdown is required (AFI 36-3014), the total of mandatory items is not required at the RCF and due to limited storage space the RCF may refuse to accept many of those items. The requirement to inventory the member's personal clothing and belongings only applies to dormitory residents and members whose property is being stored or shipped at the direction of the unit.

4.3. Mandatory military clothing items will be serviceable. The battle dress uniforms and battle dress jacket will have "U.S. Air Force" and name tags or black leather crew style patches attached or otherwise meet AFI36-2903 requirements.

4.4. Incoming prisoners should not bring items such as razors, toothpaste, soap, shampoo, and shaving lotion to the RCF. All health and comfort items will be issued from stock retained at the RCF, to include tobacco products. This action is necessary to preclude the introduction of contraband into the facility.

4.5. Pre-trial prisoners and prisoners adjudged sentences of 6 months of confinement will be confined at the RCF. The confinement of prisoners with sentences greater than 6 months will be coordinated with HQ AFASPA/SPI, Kirtland AFB, NM. Temporary confinement of those prisoners adjudged sentences of 6 months or more will be at the RCF until they can be transferred to another confinement facility.

4.6. In the event of armed conflict or war, the RCF at Ft. Lewis will continue to provide prisoner services to the United States Air Force as specified in the Host Tenant Support Agreement and at levels current at the time of outbreak of hostilities.

5. Expiration of Sentence:

5.1. When the sentence to confinement has been served, the prisoner's release will be executed by the RCF commander or his or her designated representative. The gaining unit has the responsibility of providing transportation upon release. The RCF will notify the unit commander or first sergeant at least 24 hours before a prisoner is scheduled to be released.

5.2. Whenever a commander has suspended or remitted a sentence to confinement, the RCF commander will execute the release order upon receipt of two copies of DD Form 367, Prisoner's Release Order. Release of the prisoner from RCF must be accomplished the same day as the effective date of the commander's action.

5.3. For pre-trial prisoners within the RCF, when no confinement is adjudged by the courts-martial, trial counsel will immediately notify the RCF Administrative Section for release processing. When no confinement is adjudged, the prisoner must be released on the day of the courts-martial.

5.4. Unit commanders will call the RCF Adjutant directly at least 1 day in advance to notify of anticipated releases (suspension or remission of sentence).

5.5. Prior to release, the unit commander or first sergeant will contact 62 MSS Personnel Utilization Readiness Unit to accomplish an AF Form 2098 (this form changes the status of pay, allowances, and duty).

6. Temporary Release/Removal of Prisoners:

6.1. Personnel in confinement may be temporarily released from the RCF by proper authority for appropriate reasons, such as appearance at legal proceedings, medical or dental appointments, and when requested by the Inspector General. Temporary release must be approved by the RCF commander or his or her designated representative. A temporary release letter should arrive at the RCF no later than 1 duty day prior to the release. This letter, addressed to RCF, Fort Lewis WA 98433 (AFZH-LED), Subject: Temporary Release of Prisoner; must include the following: Paragraph 1: Prisoner's rank, full name, SSN, requested date/time of release and locations to be visited; Paragraph 2: The escort's rank, full name, and SSN. The letter must also state that only a government vehicle will be utilized and that the vehicle will not be driven by the prisoner or escort. The letter must be signed by the unit commander.

6.2. In order to ensure availability of the prisoner when an appointment is desired for a specific hour and date, a "hold" will be placed on the prisoner by calling the RCF Temporary Release Section (967-4405/2822), one full working day prior to the appointment, except when requested by the Inspector General or for unannounced legal proceedings.

7. Guard Requirements:

7.1. Prisoners removed from the RCF will be under guard during the entire absence (guards must be in the pay grade of E-5/GS-5 or higher). Guards will be provided by the commander requesting removal of the prisoners, and will transport prisoners in military vehicles only. The driver is not to have the primary duty of guarding the prisoners. Guards will be provided by the unit if the prisoner is from Fort Lewis or McChord AFB.

7.2. Military prisoners, assigned a maximum custody grade, confined at the RCF may be escorted outside the confines of the facility under the supervision of an armed guard in the pay grade of E-5/GS-5 or above. A guard and a vehicle operator are required.

7.3. Prisoners are not authorized to be taken "off post" unless required at civil proceedings. A prisoner temporarily removed from the RCF under these provisions will be returned prior to 1600 on the same day. Should there be justification for a later return (i.e., duration of legal proceedings), prior notification will be given to the RCF at 967-5723/5724.

7.4. No temporary removals will be made for appearance in any civilian criminal proceedings, wherein confinement may be adjudged, without prior approval of the Staff Judge Advocate.

7.5. In the event the prisoner is absent from the RCF during regularly scheduled meals (1130-1200) and (1630-1700), it is the responsibility of the unit to advise RCF personnel. A bag lunch will be pro-

vided by the RCF dining facility. Bag lunch requests are required the day prior to the temporary release.

8. Hospitalization of Prisoners:

8.1. Hospitalized prisoners require continuous guarding. Guards will be provided by the prisoner's parent unit. Units will be notified by the RCF of the requirement for guards.

8.2. Unit guards will report to the RCF, Building 1450, for a briefing and inspection by the on-duty shift supervisor or NCOIC, Correctional Supervision Branch prior to assuming duties at Madigan Army Medical Center (MAMC). Unit personnel relieving guards at MAMC must first attend the mandatory briefing.

8.3. All personnel detailed to guard hospitalized prisoners will be in the pay grade of E-5/GS-5 or above without exception. Hospital guards will be provided a copy of the RCF Hospital Guards Standard Operating Procedure. They will read it, have it in their possession, and comply with it at all times.

9. Interviews, Visits, and Telephone Calls for Prisoners:

9.1. Personnel authorized to interview prisoners include members of the prisoner's parent unit who hold the duty position of supervisor or higher, members of the prisoner's parent unit who have been given authorization by the unit commander to conduct official military business with the prisoner, the prisoner's legal counsel and mental health personnel. Other personnel may be authorized interviews with the approval of the RCF commander. Interviews of this nature may be conducted at the RCF from 0730 to 1530, Monday through Friday, excluding holidays. Command visits (commander or first sergeant) may be conducted at the convenience of the unit commander.

9.2. The unit commander of the prisoner's parent unit will visit each of his personnel in confinement at least once during the first 7 days of confinement. A responsible member (pay grade E-7 or above) within the prisoner's chain of command will visit the prisoner at least once every 30 days thereafter. In addition to regular visits, commanders should, as soon as possible, respond to each DD Form 510, Request for Interview, submitted by the prisoner requesting interview or assistance from the unit. An appropriate response to the interview request will be annotated in the "Remarks" block of DD Form 510, indicating action taken or to be taken. All completed DD Forms 510 will be returned to the RCF for permanent filing.

9.3. Prisoners will be allowed to receive civilian visitors on Saturdays, Sundays, and legal holidays. Visiting privileges may be granted to members of the prisoner's immediate family, legal guardians, and any other person upon approval of the RCF commander. However, the number of visitors per prisoner may be limited due to the availability of space. Visiting hours for other than military visitors are 0900-1100 and 1400-1600, Saturdays, Sundays, and legal holidays.

9.4. Prisoners are not authorized to receive incoming telephone calls unless specifically approved by the RCF commander or his or her authorized representative. Only calls of an emergency nature that cannot be handled satisfactorily by mail or any other means available to prisoners will be considered. All emergencies must be verified through the American Red Cross. Prisoners will be authorized to make collect calls after initial processing (72 hours) and (or) on the approval of the RCF commander or his or her designated representative.

10. Utilizing Prisoner Work Force: (See [Attachment 3](#).)

10.1. The prisoners at Fort Lewis RCF have many varied skills that could be useful for a number of special projects on McChord AFB. These personnel will be used in common use areas only and will not be used for menial details (which are not routinely performed by active-duty personnel or civilian employees) or used to perform any of the following duties:

10.1.1. Handling of funds, classified materials or medications.

10.1.2. Any duties involving weapons or munitions.

10.1.3. Supervisory positions.

10.2. Requests for utilization of prisoners will be submitted by letter to the 62d Security Police Squadron Confinement Section (62 SPS/SPOC) for submission to the RCF Employment Section, Fort Lewis, WA. The letter must be signed by the appropriate group commander, chief of staff agency, first sergeant or squadron/section commander. The specific project to be accomplished normally must be planned a minimum of 10 days in advance of the required date for prisoner utilization. Materials and equipment must be made available for immediate use. The letter will include, but will not be limited to, the following:

10.2.1. Complete description and justification of work to be accomplished.

10.2.2. Why the work cannot be completed from within requester's resources.

10.2.3. The number of prisoners desired.

10.2.4. Specific skills desired.

10.2.5. Name, rank, and duty phone of escorts. (Escorts must be in pay grade of E-5/GS-5 or above).

10.2.6. Desired pickup and return time (0800-1500) or prisoners from and to Fort Lewis.

10.3. Ratio between escorts and prisoners will be one escort to four prisoners, and the vehicle used to transport prisoners to and from Ft. Lewis will have a ratio of one escort to nine prisoners.

10.4. Prisoners cannot be escorted or guarded by the opposite sex.

10.5. Requester's will:

10.5.1. Assume complete responsibility for control of prisoners.

10.5.2. Ensure escorts and detail supervisors have received the appropriate briefing (See [Attachment 1](#)).

10.5.3. Arrange for government transportation or prisoners to and from Ft. Lewis RCF. **USE OF PRIVATE AUTOMOBILE IS PROHIBITED.**

10.5.4. Meet and brief the prisoners upon arrival and explain the work to be accomplished, who will be in charge, and the security procedures.

10.5.5. Be present for head count when the vehicle departs McChord AFB.

10.5.6. Assume responsibility for the security of the prisoners and immediately notifying the Security Police and the prisoner's squadron commander of any problems or escapes. Security

Police will notify the 62d Support Group Commander or Deputy Commander and the RCF Commander of the incident.

FOR THE COMMANDER

JAN D. EAKLE, Colonel, USAF

Commander, 62d Support Group

ELISE E. ROWE, Capt, USAF

Chief, Base Information Management

Attachment 1

MAP OF THE REGIONAL CORRECTION FACILITY

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Attachment 2

INSTRUCTIONS FOR ESCORTING MEMBERS IMMEDIATELY FOLLOWING COURTS-MARTIAL

1. These instructions are for personnel who have been detailed by their squadron to escort a prisoner to the Regional Corrections Facility at Fort Lewis, Washington, if a sentence was given which included confinement. These instructions will be given to the escort by the Area Defense Counsel.
2. The following items will be given to the escort by the Adverse Actions Section to be taken to the Correctional Facility:
 - 2.1. DD Form 497, Confinement Order (original + two copies). The military police at the facility will sign for the prisoner and give the escort a copy back. Return the copy to the Adverse Actions Section the next day.
 - 2.2. AF Form 1359, Report of Result of Trial (two copies).
 - 2.3. Medical records.
 - 2.4. A copy of the prisoner's dental records.
 - 2.5. A copy of the prisoner's orders assigning them to McChord AFB.
 - 2.6. DD Form 2704.
3. If the escort does not feel comfortable taking the prisoner to the confinement facility with their POV, the escort may attempt to arrange a government owned vehicle (GOV) from the 62d Transportation Squadron. This must be done prior to the trial and the escort must bring the GOV with them when called to pick up the prisoner.
4. The first sergeant and the Area Defense Counsel will ensure the prisoner already has a bag packed and has it at the courts-martial.
5. After the courts-martial is adjourned and the confinement order and results of trial are signed, the escort will take the prisoner directly to the Corrections Facility. If asked questions by the confinement facility that cannot be answered, please call 984-5512 that day or the next duty day and the Judge Advocate will assist. For urgent questions, the escort may call the on-call Judge Advocate by calling the Security Police Control Center at 984-5624. **The escort is tasked with a very important duty. If the escort feels that he or she cannot accomplish this task, for any reason, he or she will inform his or her first sergeant or the Adverse Actions Section immediately.**

Attachment 3**SPECIAL INSTRUCTIONS FOR ESCORT/DETAIL SUPERVISORS**

1. As an escort you are responsible for all prisoners you sign for on DD Form 629, Receipt for Prisoners or Detained Person, from the Regional Corrections Facility (RCF). Unit escorts who escort a member to the RCF immediately after the member's courts-martial will follow the prisoner escort checklist provided by the 62d Airlift Wing Legal Office paralegal assigned to the courts-martial (See 62 AWI 31-4, Attachment 3).
 2. You will maintain an impersonal and professional attitude toward all prisoners assigned to you. Issue instructions and commands in a courteous, firm, and positive manner. You will not direct vulgar or profane language toward any prisoner for any reason.
 3. Do not allow anyone to talk to prisoners except in line of duty or allow anyone to pass anything to or remove anything from the prisoners. Prisoners are not permitted to have visitors outside of the RCF, accept money, have money or postage stamps in their possession, nor are they allowed to make telephone calls or mail any letters. Prisoners are not permitted to consume any type of food or drinks except what is provided in a sack lunch prepared by the RCF Dining Facility.
 4. Prisoners will be kept under close supervision at all times, especially when personnel of the opposite sex are in the area. Ensure that all prisoners are in proper uniform at all times and are escorted to and from the latrines in office areas.
 5. Arguments between supervisors and prisoners are not permitted. If a prisoner fails to obey any instructions or commands, the escort will inform the prisoner that he or she will be put on report and turned over to the Guard Commander at the end of the day's work. If the prisoner becomes belligerent, the escort will stop the detail, call the Guard Commander at 967-5723/4715 and inform him or her of the problem. If no telephone is available, the escort will immediately return the detail to the RCF.
 6. In case of a prisoner escape, notify the Security Police, who will contact the RCF Guard Commander as soon as possible by calling 967-5723/4715 and furnish the following information:
 - 6.1. Names of the prisoners who escaped.
 - 6.2. Area from which the escape occurred.
 - 6.3. General direction of flight.
 - 6.4. Last time seen and by whom.
 - 6.5. Whether or not prisoners have a vehicle or weapon and how they are dressed.
- NOTE:** After you have given the above information you will immediately return any remaining prisoners assigned to you to the RCF.
7. The escort/detail supervisor will ensure the Security Police Confinement Section and the RCF Employment Section or Post #2 Control Center are aware of the location of the detail. If the detail is employed at various locations, ensure the Security Police Confinement Section and the Employment Section or Post #2 is aware of all the locations for that day.
 8. Only government vehicles will be used to transport prisoners to and from details. Vehicles transporting prisoners will be inspected by the Employment Section prior to departure from the RCF for any tools or other devices that could possibly be used as weapons. Normal duty day for prisoners is 0800 - 1530. If for

any reason you cannot return the detail to the RCF by 1530 you must call the Guard Commander 967-5723/4715 and explain the problem.

9. You are not authorized to take prisoners to off-post or off-base locations for any reason, nor will you allow any other person to do so.

10. Prisoners will not be employed in duties of a personal or hazardous nature which involve probable adverse criticism of the armed forces. The following duties and those similar in nature are prohibited:

10.1. Attending children.

10.2. Labor which results in financial gain to prisoners or other individuals except as specifically authorized by the RCF Commander or the Post Guard Commander.

10.3. Assignments which require the handling of, or access to, personnel records, drugs, narcotics, intoxicants, arms, ammunition, or money.

10.4. Work which permits association with persons of the opposite sex without close supervision.

11. If a prisoner is injured while in your control, you will either transport the prisoner to the nearest military medical facility or call for emergency medical care. You will call the Security Police Confinement Section, 984-3168, and the RCF Temporary Release Section at 967-2822 as soon as possible. You will stay with the prisoner at all times until the prisoner is treated and can be returned to the RCF or until properly relieved by RCF cadre. A report will be accomplished by the individual who has the supervisor at the time of the incident and returned to the RCF Temporary Release Section as soon as possible.

12. Supervisors are required IAW AR 190-47 to complete work evaluations (HFL 645) on every prisoner. Evaluations will be turned in every Friday. Copies of the evaluation forms will be provided by the Temporary Release Section, RCF.